



PORT OF HAMINAKOTKA LTD

General guidelines for liquid terminals

Valid from 1 April 2015



The Port Regulations, acts, degrees and other provisions give stipulations concerning the operations within the port areas of the Port of HaminaKotka. These guidelines are a summary of the instructions for practical procedures concerning dangerous substances carried and handled as bulk at the liquid terminals of the Port of HaminaKotka and, as applicable, at the gas terminal.

Operating principle of port

The operating principle of the port is based on the Port Regulations, which can be found at www.haminakotka.fi.

In addition to the Port Regulations and these guidelines for the liquid terminals, all operations must comply with the general guidelines of the Port of HaminaKotka as well as any other separate instructions. There are also separate first aid instructions and guidelines for emergencies. All guidelines are available at www.haminakotka.fi.

Contents:

Harbours	3
Dangerous goods.....	4
Responsibilities	5
Protective zones of liquid quays	5
Smoking, open flames, equipment causing sparks	5
Permits for work and hot work	5
Electrical and communications equipment	5
Notification of substances stored in tanks within the port area	6
Arrival of vessel at liquid terminal, mooring on the quay	6
Safety watch of vessel.....	6
Cargo handling	7
Sampling.....	7
Cargo tank cleaning	7
Measures to prevent the contamination of land and water areas	7
Inspections	7
Map of Mussalo Liquid Terminal	8
Map of Hamina Pier Ö1	9
Map of Hamina Pier Ö2	10
Map of Hamina Pier Ö3	11
Contact information	12

Harbours

The Port of HaminaKotka serves as a versatile general port. It consists of the harbours of Halla, Hamina, Hietanen, Hietanen South, Jänskä, Kantasatama, Mussalo and Sunila.

Harbours of Port of HaminaKotka and their main cargo types:

- Halla serves as a dry cargo harbour.
- Hamina houses Container, Bulk and Liquid Terminals.
- Hietanen serves as a ro-ro and car import terminal.
- Hietanen South serves as a dry cargo harbour.
- Jänskä serves as a dry cargo harbour.
- Kantasatama works as a dry cargo and passenger harbour.
- Mussalo houses Container, Bulk and Liquid Terminals.
- Sunila serves as an import and export harbour for the Finnish wood-processing industry.



Dangerous goods

Dangerous goods mean a substance, which by hazard of explosion, inflammation, risk of infection or radiation, toxicity, corrosiveness or other such property may cause damage to people, the environment or property, and hazardous mixtures, objects, goods, empty packagings, genetically modified organisms and micro-organisms (act 719/1994).

The transport and handling of dangerous goods are governed by national and international laws and regulations.

The Finnish Ministry of Transport and Communications is responsible for the preparation of national legislation related to the transport of dangerous goods as well as for overall control and development. The Finnish Transport Safety Agency Trafi is responsible for issuing technical provisions concerning the transport of dangerous goods.

Finnish Ministry of Transport and Communications
www.lvm.fi

Finnish Transport Safety Agency Trafi www.trafi.fi
Finlex database of legislative and other judicial information of Finland www.finlex.fi

Other competent authorities associated with the transport of dangerous goods include police, rescue service, Border Guard, Radiation and Nuclear Safety Authority, Customs, and Finnish Safety and Chemicals Agency.

National laws and decrees must be complied with in all operations.

The Finnish Standards Association SFS has also produced standards for the transport and handling of dangerous goods. Standard SFS 3355 Palavien nesteiden käsittely satama-alueella (Handling of flammable liquids in harbour area) defines the requirements for loading and unloading equipment, earthing devices, lighting on the quay areas, communications equipment used during cargo handling, fire-fighting equipment and warning signs.

International agreements to be complied with:

- General cargo: IMDG Code (International Maritime Dangerous Goods Code) of Solas Convention
- Chemicals and oil products carried in bulk: IBC Code (International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk) and corresponding BCH Code applicable to old vessels
- Regulations on liquid fuels, regulations on the prevention of pollution of water from vessels Marpol 73/78
- As applicable, valid International Safety Guide for Oil Tankers and Terminals (ISGOTT)

The transport of dangerous goods by road must comply with the legislation on the transport of dangerous goods (VAK) in domestic transport and with the ADR legislation in international transport.

The international rail carriage of dangerous goods must comply with the RID regulations appended as Annex C to the Convention concerning International Carriage by Rail (COTIF). The rail carriage of dangerous goods between Finland and Russia, via Russia to the CIS countries and from these countries to Finland must comply with the provisions of Appendix 8 of the transport tariff in the agreement on rail transport between Finland and the Soviet Union (treaty series 1/1948). Domestic rail transport is subject to the provisions of act 719/1994 and relevant Government decrees.

Transport units containing dangerous substances within the port area must be marked with class-specific symbols in accordance with the international maritime transport regulations (IMDG label).

Responsibilities

Port of HaminaKotka Ltd and terminal operators are each responsible for the equipment owned by them respectively within the quay areas and areas closely associated with quay areas. The terminal operators are responsible for all equipment and operations in their own areas or in rented areas.

Port of HaminaKotka Ltd is responsible for the maintenance of fire-fighting equipment (emergency buttons, cannons, foam generation unit, pumping station, fire-fighting water lines, extinguishers, impregnation materials) within the port. The location of rescue and fire-fighting equipment is marked on the maps found at the end of this guideline:

Mussalo, page 8

Hamina Pier Ö1, page 9

Hamina Pier Ö2, page 10

Hamina Pier Ö3, page 11

Protective zones of liquid quays

A tanker vessel moored to a liquid quay is always surrounded by a protective zone that extends to a minimum distance of 30 metres from the vessel, in accordance with standard SFS 3355. During the loading/unloading of the vessel or during corresponding measures, no other operations or motor vehicle or water traffic is permitted within this protective zone.

Operations corresponding to loading/unloading include the bunkering and tank cleaning procedures of the vessel, making the vessel gas-free, and other land side operations on the quays, such as cleaning of supply lines.

If operations other than ones related to vessel operations are noticed in the protective zone, this must be reported immediately to the **ISPS security contact point**,

tel. +358 20 790 8850 or on **VHF channel 11**, and the loading/unloading operations must be suspended.

Smoking, open flames, equipment causing sparks
Smoking and open flames are prohibited in the liquid terminal areas, except in specifically designated facilities. In EX zones, all the tools and equipment used must be in accordance with the relevant EX zone.

Permits for work and hot work

An application for a work permit, hot work permit and EX permit for work to be carried out within the general areas, quay areas and EX areas of the port must be made to the Duty Officer, and in Hamina also to the Port Officer or Foreman. The form and contact information can be found at **www.haminakotka.fi**. Within the areas of specific companies, applications for work permits, hot work permits and EX permits must be submitted to the company in question.

A person performing hot work at a temporary hot work site must have a valid hot work card acceptable in Finland. More information on the hot work card can be found on the website of Finnish National Rescue Association at **www.spek.fi**.

Electrical and communications equipment

All electrical and communications equipment must be approved with the EX marking, and they must be in accordance with the ATEX Directive and standard SFS 3355. (ATEX directive of the European Parliament and the Council 94/9 EC.)

Further information on the safety and equipment safety of explosive atmospheres: Finnish Safety and Chemicals Agency TUKES **www.tukes.fi**.



Notification of substances stored in tanks within the port area

The terminal operator must deliver safety data sheets of all handled chemicals and oil products to the port and to the rescue service before the goods are received.

An advance notification of an arriving consignment classified as dangerous must be delivered to the port at least 24 hours before the arrival of the consignment in the port area. Notifications of arriving vessels and dangerous cargoes must be made in the PortNet system www.portnet.fi.

The terminal operator must notify the port and the rescue service of the products stored. The notification to the port must be made by e-mail: safety@haminakotka.fi.

The notification to the rescue service must be made by e-mail: kotkaP3@kympe.fi and copies to ilpo.tolonen@kympe.fi and jukka.ruuskanen@kympe.fi.

The notification must contain the following information:

- chemical/technical name and quantity of the product
- UN number
- number of storage tank.

The notification must be made when the quantities in question change significantly; however, at least quarterly.

Arrival of vessel at liquid terminal, mooring on the quay

Vessels must not moor to a quay, leave a quay or move within the port area without the permission of the port. The arrival of the ship, mooring and precautions while at the port have been defined in the Port Regulations.

In order to ensure safe manoeuvring, vessels are obliged to use tug assistance to the extent that the master of the vessel deems it necessary. During tug assistance, no hatches or valves must be opened on a vessel carrying dangerous cargo.

The port may order a vessel to use a tug or tugs for safety reasons.

The vessel shall be moored or anchored in the location indicated by the port. A vessel can be moored alongside another vessel only through the consent of the port. The transfer of cargo from one vessel to another (side by side) is not permitted.

A vessel which is not loading or unloading cargo must not be moored to a quay without the permission of the port.

A vessel with a cargo of flammable liquid may only use ropes or cables equipped with a rope lining for mooring.

While at the port, the main engine of the vessel must be ready for use at all times. If the main engine of the vessel is not ready for use (for example due to engine repair) while the vessel is moored to a quay, the vessel

is required the use of a standby tug if the vessel is not equipped with a replacing system.

While in port, vessels with a cargo of dangerous goods must display, on the mast or in some other visible location, international signal flag B in the daytime and red light at the night time so that these can be seen well in all directions.

Safety watch of vessel

The master and officers of a vessel are obliged to familiarise themselves with the safety arrangements applied to the quay area. The location of rescue and fire-fighting equipment and emergency notification buttons on the quay areas is marked on the maps found at the end of this guideline:

- Mussalo, page 8
- Hamina Pier Ö1, page 9
- Hamina Pier Ö2, page 10
- Hamina Pier Ö3, page 11

The vessel must also have a safety watch who belongs to the crew. The duties of the safety watch include monitoring the mooring lines and boarding bridge of the vessel, making sure that no leaks of chemicals or oil take place from the vessel, and reporting any incidents. The safety watch must also be aware of the guidelines of the port and know how to use the safety, rescue and fire-fighting equipment in the quay area.

Cargo handling

The loading or unloading of the vessel must take place in co-operation between the operator and the master of the vessel. The operator is responsible for all operations and personnel related to loading or unloading on the land side. The operator must have written guidelines for its operations.

Reliable communications between the vessel and the operator must also exist by means of telephone, portable VHF/UHF or two-way radio. In addition to the primary communications system, there must be an arrangement for a back-up system. Before the beginning of loading or unloading, the operator and the master of the vessel must review the loading plan and the safety check list (Ship/Shore Safety Check List), which must be delivered to the port by e-mail: safety@haminakotka.fi.

The vessel must make sure that all doors, windows, gates and similar openings that lead from the main cargo deck of the vessel to the crew facilities are closed during cargo handling and corresponding operations. All rainwater outlet openings and other similar openings leading from the deck of the vessel to the sea must be closed before the starting of cargo handling operations.

Before the beginning of loading or unloading, the operator must make sure that the rainwater outlets on the quays are empty and that the shut-off valves are closed. The shut-off valves must remain closed throughout the berthing of the vessel and during operations which are similar to loading or unloading. The shut-off valves can only be opened by the port.

At the beginning of loading or unloading, the pumping pressure must be increased carefully to the full working

pressure agreed in advance. At the same time the tightness of the connections between the vessel and the lines on land must be verified. The pressures given in the safety check list must not be exceeded. Great caution must be exercised when the tanks are beginning to become full. If loading or unloading is suspended, the hose valves and piping valves both on the vessel and on land must be closed. During a thunderstorm, the loading or unloading of the vessel or comparable operations must be discontinued. The master of the vessel, operator or port decides on discontinuation.

Piping watch

The operator must provide a piping watch on land for the duration of loading or unloading.

Sampling

Sampling must take place in accordance with the valid edition of International Safety Guide for Oil Tankers and Terminals (ISGOTT). The ATEX directive (94/9 EC) must also be taken into account in sampling.

Cargo tank cleaning

As a rule, the washing of the cargo tanks of the vessel is prohibited while the vessel is berthed. Washing and measures referred to in Annex II of the Marpol Convention must obtain the consent of the port.

Contacts: Duty Officer, tel. +358 (0)20 790 8840.

Measures to prevent the contamination of land and water areas

The loading and unloading operations as well as other comparable operations must be performed so that there are no emissions to the sea, air or land.

Inspections

The master of the vessel must comply with the Port Regulations, the guidelines and safety instructions of the port as well as separate regulations issued by the port. The port has the right to inspect the vessel in terms of the Port Regulations and other regulations, and the master of the vessel must assist here whenever necessary



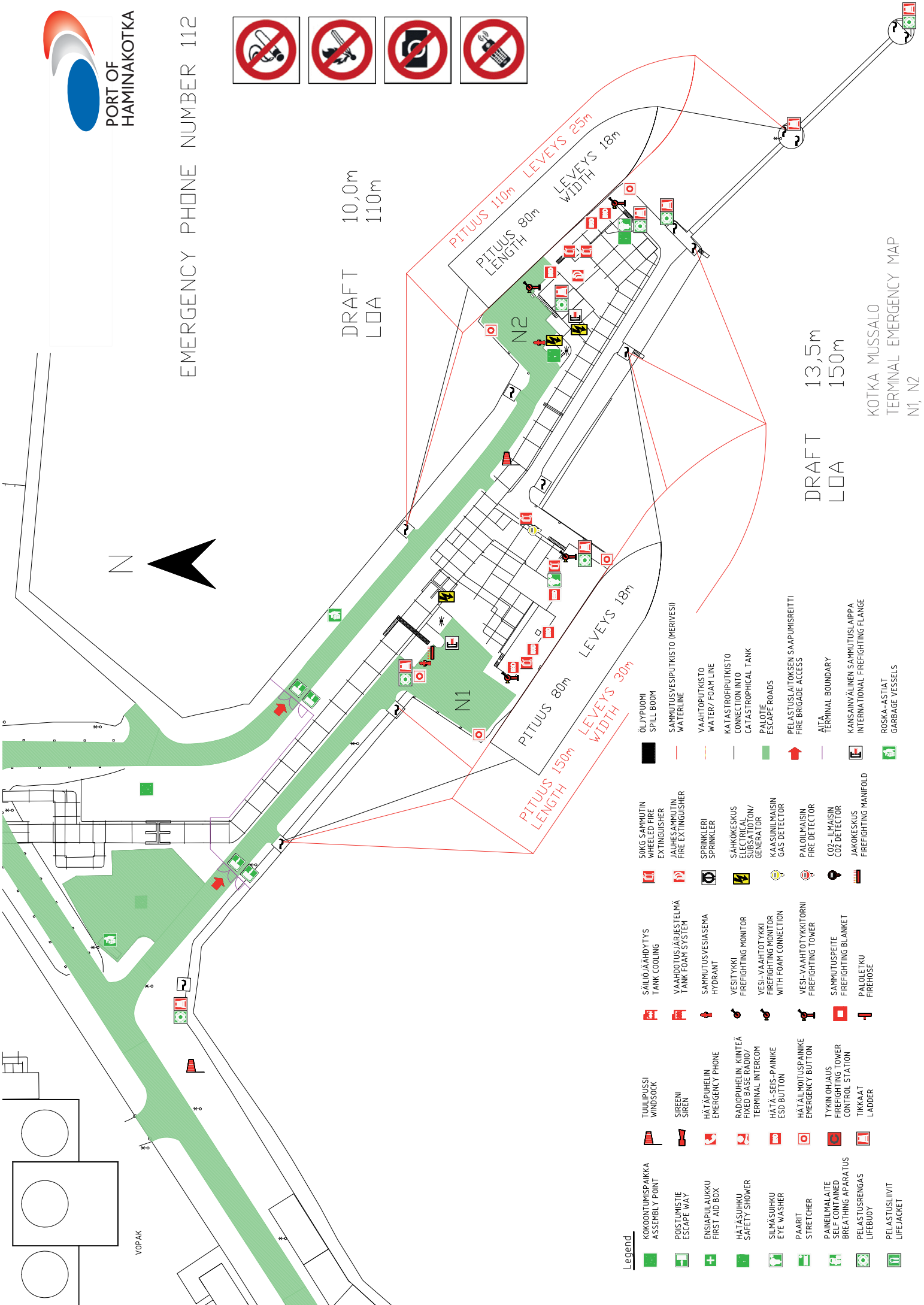
EMERGENCY PHONE NUMBER 112



DRAFT 10,0m
LOA 110m

DRAFT 13,5m
LOA 150m

KOTKA MUSSALO
TERMINAL EMERGENCY MAP
N1, N2

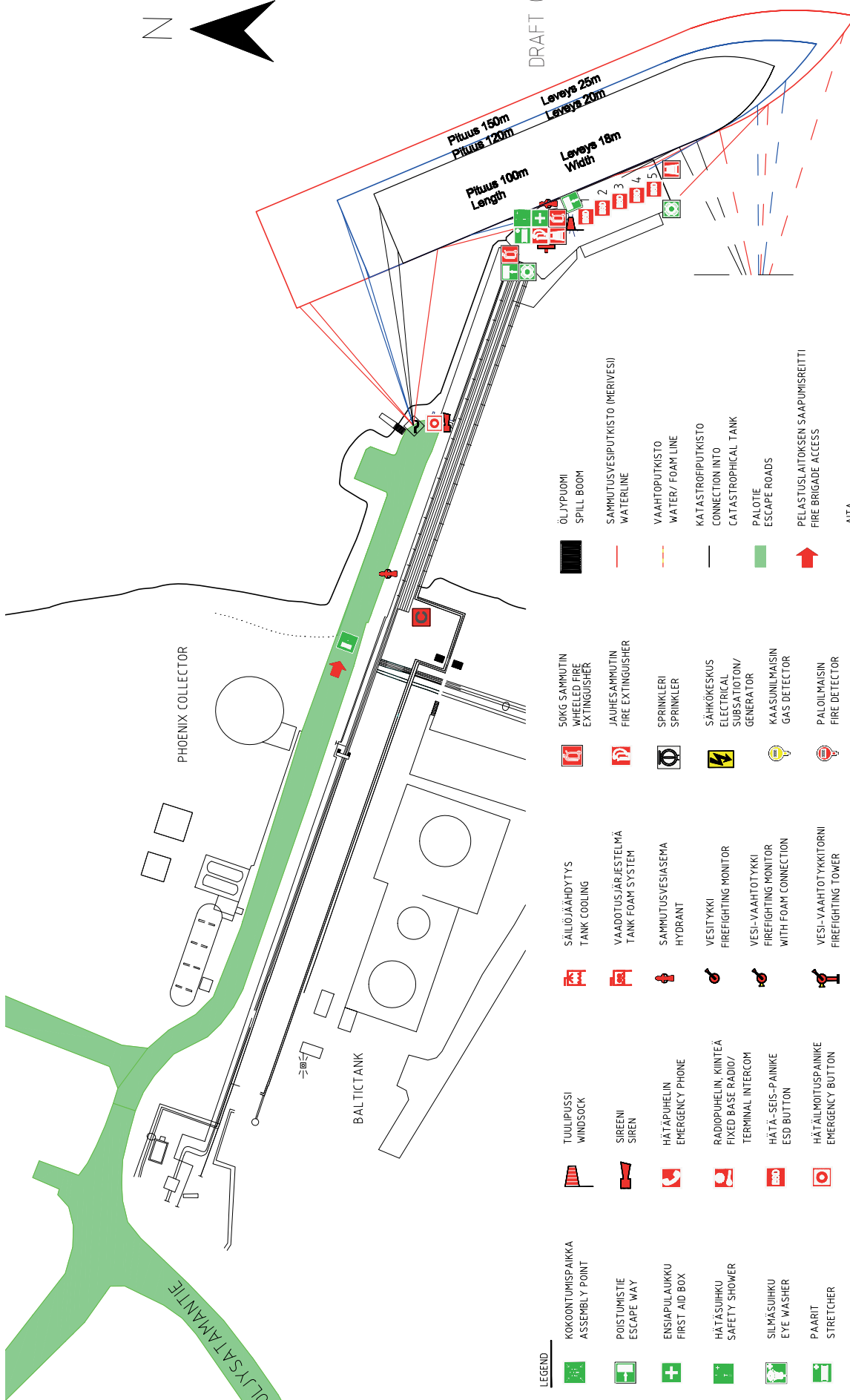


Legend

- | | | | | | | | |
|--|--|--|--|--|---|--|--|
| | KOKOONTUMISPAIKKA
ASSEMBLY POINT | | SÄILIÄÄHDYTYKSEN
TANK COOLING | | 50KG SAMMUTIN
WHEELED FIRE
EXTINGUISHER | | ÖLJYPUOMI
SPILL BOOM |
| | POSTUMISIE
ESCAPE WAY | | VAAHOTOSIJAIN
TANK FOAM SYSTEM | | JAUHESAMUTIN
FIRE EXTINGUISHER | | SAMMUTUSVESIPUTKISTO (MERVESI)
WATERLINE |
| | ENSIAPULAUKKU
FIRST AID BOX | | SAMMUTUSVESIASIEMA
HYDRANT | | SPRINKLERI
SPRINKLER | | VAAHTOPUTKISTO
WATER/FOAM LINE |
| | SÄÄTÖSUUKU
SAFETY SHOWER | | VESITYKKI
FIREFIGHTING MONITOR | | SÄHKÖKESKUS
ELECTRIC
SUBSTATION/
GENERATOR | | KATASTROFIPUTKISTO
CONNECTION INTO
CATASTROPHICAL TANK |
| | SILMÄSIUHKU
EYE WASHER | | VESI-VAAHTOTYKKI
FIREFIGHTING MONITOR
WITH FOAM CONNECTION | | KAAJUNILMAISIN
GAS DETECTOR | | PALOTE
ESCAPE ROADS |
| | PAARIT
STRETCHER | | VESI-VAAHTOTYKKITORNIN
FIREFIGHTING TOWER | | PALOLILMAISIN
FIRE DETECTOR | | PELASTUSLAITOKSEN SAAPUMISREITTI
FIRE BRIGADE ACCESS |
| | PAINELMALAITE
SELF CONTAINED
FIREFIGHTING TOWER
CONTROL STATION | | SAMMUTUSPEITE
FIREFIGHTING BLANKET | | CO2-ILMAISIN
CO2 DETECTOR | | ALTA
TERMINAL BOUNDARY |
| | PELASTUSRENGAS
LIFEBOUY | | PALOLETEKU
FIREHOSE | | JAKOKESKUS
FIREFIGHTING MANIFOLD | | KANSAINVALINEN SAMMUTUSLAIPPA
INTERNATIONAL FIREFIGHTING FLANGE |
| | PELASTUSLIVIT
LIFEJACKET | | TIKKAAT
LADDER | | ROSKA-ASTIAT
GARBAGE VESSELS | | |



DRAFT (KS) 9,0 m



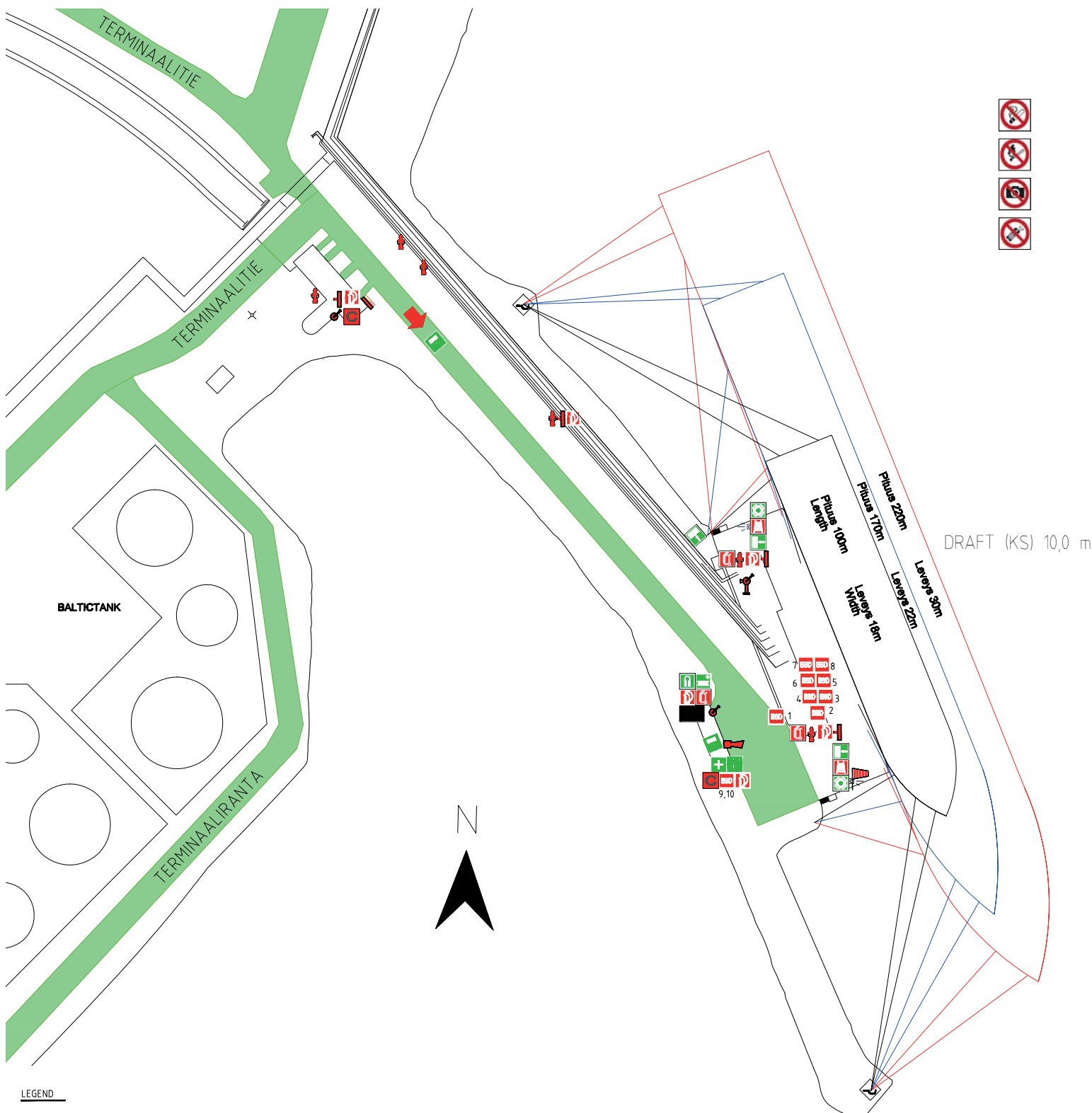
LEGEND

	KOKOONTUMISPAIKKA ASSEMBLY POINT		TUULIPUSSI WINDSOCK		SÄILIÖJÄÄHDYTYKSEN TANK COOLING		50KG SAMMUTIN WHEELED FIRE EXTINGUISHER		ÖLJYPUOMI SPILL BOOM
	POISTUMISTIE ESCAPE WAY		SIREENI SIREN		VAADOTUSJÄRJESTELMÄ TANK FOAM SYSTEM		JAUHESAMMUTIN FIRE EXTINGUISHER		SAMMUTUSVESIPUTKISTO (MERIVESI) WATERLINE
	ENSIAPULAUKKU FIRST AID BOX		HÄTÄPUHELIN EMERGENCY PHONE		SAMMUTUSVESIASIEMÄ HYDRANT		SPRINKLERI SPRINKLER		VAAHTOPUTKISTO WATER/FOAM LINE
	HÄTÄSUIHKU SAFETY SHOWER		RADIOPIHELIN, KINITEA FIXED BASE RADIO/ TERMINAL INTERCOM		VESITYKKI FIREFIGHTING MONITOR		SÄHKÖKESKUS ELECTRICAL SUBSTATION/ GENERATOR		KATASTROFIPUTKISTO CONNECTION INTO CATASTROPHICAL TANK
	SILMÄSUIHKU EYE WASHER		HÄTÄ-SEIS-PAINIKE ESD BUTTON		VESI-VAAHTOYKKI FIREFIGHTING MONITOR WITH FOAM CONNECTION		KAA SUNNINMAISIN GAS DETECTOR		PALOTIE ESCAPE ROADS
	PAARIT STRETCHER		HÄTÄILMOITUSPAINIKE EMERGENCY BUTTON		VESI-VAAHTOYKKITORNIN FIREFIGHTING TOWER		PALOLAIMAININ FIRE DETECTOR		PELASTUSLAITOKSEN SAAPUMISREITTI FIRE BRIGADE ACCESS
	PAINELMALAITE SELF-CONTAINED BREATHING APPARATUS		TYKIN OHJAUS FIREFIGHTING TOWER CONTROL STATION		SAMMUTUSPEITE FIREFIGHTING BLANKET		CO2-ILMAISIN CO2 DETECTOR		AITA TERMINAL BOUNDARY
	PELASTUSRENGAS LIFEBUOY		TIKKAAT LADDER		PALOLETKU FIREHOSE		JAKOKESKUS FIREFIGHTING MANIFOLD		
	PELASTUSLIIVIT LIFEJACKET								

HÄTÄSEISPAIKKKEET:
EMERGENCY STOP BUTTONS:
1. NESTE OIL
2. NEOT
3. SP2KPLJ
4. VOPAK
5. SP. VOITTELU



HAMINA
TERMINAL EMERGENCY MAP
PIER 01



DRAFT (KS) 10,0 m

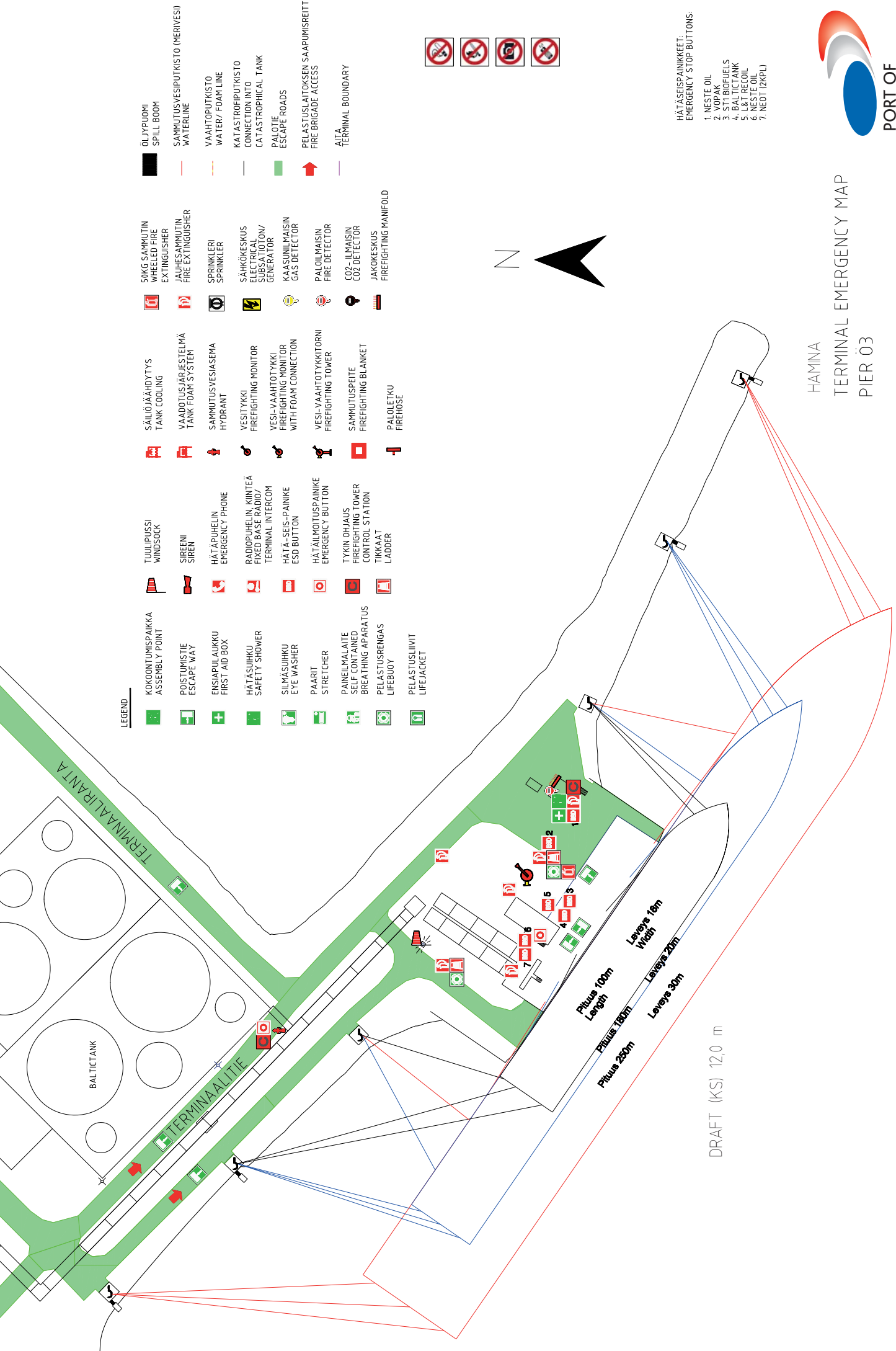
LEGEND

- | | | | | |
|---|---|---|--|---|
| KOKOONTUMISPAIKKA
ASSEMBLY POINT | TUULIPUSSI
WINDSOCK | SÄILJÖJÄÄHDYTYKSEN
TANK COOLING | 50KG SAMMUTIN
WHEELED FIRE EXTINGUISHER | ÖLJYPUOMI
SPILL BOOM |
| POISTUMISTIE
ESCAPE WAY | SIREENI
SIREN | VAADOTUSJÄRJESTELMÄ
TANK FOAM SYSTEM | JAUHESAMMUTIN
FIRE EXTINGUISHER | SAMMUTUSVESIPUTKISTO (MERIVESI)
WATERLINE |
| ENSIAPULAUKKU
FIRST AID BOX | HÄTÄPUHELIN
EMERGENCY PHONE | SAMMUTUSVESIASEMA
HYDRANT | SPRINKLERI
SPRINKLER | VAAHTOPUTKISTO
WATER/ FOAM LINE |
| HÄTÄSUIHKU
SAFETY SHOWER | RADIOPUHELIN, KIINTEÄ
FIXED BASE RADIO/
TERMINAL INTERCOM | VESITYKKI
FIREFIGHTING MONITOR | SÄHKÖKESKUS
ELECTRICAL SUBSTATION/
GENERATOR | KATASTROFIPUTKISTO
CONNECTION INTO CATASTROPHICAL TANK |
| SILMÄSUIHKU
EYE WASHER | HÄTÄ-SEIS-PAINIKE
ESD BUTTON | VESI-VAAHTOTYKKI
FIREFIGHTING MONITOR WITH FOAM CONNECTION | KAASUNILMAISIN
GAS DETECTOR | PALOTIE
ESCAPE ROADS |
| PAARIT
STRETCHER | HÄTÄILMOITUSPAINIKE
EMERGENCY BUTTON | VESI-VAAHTOTYKKITORNIN
FIREFIGHTING TOWER | PALOILMAISIN
FIRE DETECTOR | PELASTUSLAITOKSEN SAAPUMISREITTI
FIRE BRIGADE ACCESS |
| PAINEILMALAITE
SELF CONTAINED BREATHING APARATUS | TYKIN OHJAUS
FIREFIGHTING TOWER CONTROL STATION | SAMMUTUSPEITE
FIREFIGHTING BLANKET | CO2-ILMAISIN
CO2 DETECTOR | AITA
TERMINAL BOUNDARY |
| PELASTUSRENGAS
LIFEBUOY | TIKKAAT
LADDER | PALOLETKU
FIREHOSE | JAKOKESKUS
FIREFIGHTING MANIFOLD | |
| PELASTUSLIIVIT
LIFEJACKET | | | | |

- HÄTÄSEISPAINIKKEET:
EMERGENCY STOP BUTTONS:
1. NESTE OIL
 2. HTS (2KPL)
 3. SP
 4. SP HILLO 2 (2KPL)
 5. NESTE OIL (2KPL)
 6. BALICTANK (4KPL)
 7. HTS
 8. VOPAK (2KPL)
 9. NESTE OIL
 10. VOPAK

HAMINA
TERMINAL EMERGENCY MAP
PIER 02





LEGEND

- | | | | | | | | |
|--|---|--|--|--|---|--|--|
| | KOKOONTUMISPAIKKA
ASSEMBLY POINT | | SÄILIÖJÄÄHDYTYKSEN
TANK COOLING | | 50KG SAMMUTTIMI
WHEELED FIRE
EXTINGUISHER | | ÖLJYPUOMI
SPILL BOOM |
| | POISTUMISTIE
ESCAPE WAY | | VAADOTUSJÄRJESTELMÄ
TANK FOAM SYSTEM | | JALVESAMMUTTIMI
FIRE EXTINGUISHER | | SAMMUTUSVESIPUTKISTO (MERVESI)
WATERLINE |
| | ENSIAPULAIKIU
FIRST AID BOX | | SAMMUTUSVESIASIEMA
HYDRANT | | SPRINKLERI
SPRINKLER | | VAAHTOPUTKISTO
WATER/ FOAM LINE |
| | HÄTÄSUHUKU
SAFETY SHOWER | | VESITYKKI
FIREFIGHTING MONITOR | | SÄHKÖKESKUS
ELECTRICAL
SUBSTATION/
GENERATOR | | KATASTROFIPUTKISTO
CONNECTION INTO
CATASTROPHICAL TANK |
| | SILVÄSUHUKU
EYE WASHER | | VESI-VAAHTOTYKKI
FIREFIGHTING MONITOR
WITH FOAM CONNECTION | | KAAASUUNILMAIN
GAS DETECTOR | | PALOTIE
ESCAPE ROADS |
| | PAARIT
STRETCHER | | VESI-VAAHTOTYKKITORNIN
FIREFIGHTING TOWER | | PALOLAMAININ
FIRE DETECTOR | | PELASTUSLAITOKSEN SAAPUMISREITTI
FIRE BRIGADE ACCESS |
| | PAINELI-MALAITTE
SELF CONTAINED
BREATHING APPARATUS | | SAMMUTUSPETTE
FIREFIGHTING BLANKET | | CO2-ILMAISIN
CO2 DETECTOR | | ÄITÄ
TERMINAL BOUNDARY |
| | PELASTUSRENGAS
LIFEBUOY | | PALOLETKU
FIREHOSE | | JAKOKESKUS
FIREFIGHTING MANIFOLD | | |
| | PELASTUSLIIVIT
LIFEJACKET | | | | | | |



- HÄTÄSEIPAINIKKEET
EMERGENCY STOP BUTTONS:
1. NESTE ÖIL
 2. VOPAK
 3. ST1 BIOFUELS
 4. BALTICTANK
 5. L&T RECOIL
 6. NESTE ÖIL
 7. NEOT (2KPL)

HAMINA
TERMINAL EMERGENCY MAP
PIER 03



DRAFT (KS) 12,0 m

Contact information

Port of HaminaKotka Ltd tel. +358 (0)20 790 8800
www.haminakotka.fi

Office Centre Kuorsalo Hamina
info tel. +358 (0)40 590 6562

Office Centre Merituuli Mussalo
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Director, Traffic Operations Markku Koskinen
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markku.koskinen@haminakotka.fi

Operative Manager / Occupational Safety Manager
Tapani Pasanen tel. +358 (0)20 790 8832
tapani.pasanen@haminakotka.fi

Port Officer Ari Ström, tel. +358 (0)20 790 8833
ari.strom@haminakotka.fi

Duty Officers, tel. +358 (0)20 790 8840 / 24 h

Foreman Juha Reila tel. +358 (0)20 790 8825
juha.reila@haminakotka.fi

Emergencies and extraordinary situations

Emergency response centre 112
Kymenlaakso Rescue Service, tel. +358 (0)5 23161
Gate control room Hamina, tel. +358 (0)40 590 6562
Gate control room Kotka Mussalo, tel. +358 (0)5 260 5081



PORT OF
HAMINAKOTKA

Port of HaminaKotka Ltd

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